

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/07/14

CLOSING DATE: 01/16/14 (4:30 PM)

SCDC INTERNAL TITLE: SGT I

SCDC POSITION #: 016717

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: B2 WORK TIME: 0600 PM - 0600 AM

LOCATION: MANNING CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 1

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

BAND: 04 SALARY RANGE \$ 025627 - \$ 047413

SPECIAL INCENTIVE: NO

LEVEL: B SALARY RANGE \$ 026658 - \$ 042203 SCEIS POSITION #: 61019666

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL, SECURITY
OR POLICE WORK.

AGENCY PREFERRED QUALIFICATIONS:

EIGHTEEN MONTHS EXPERIENCE IN CORRECTIONAL SECURITY OR
POLICE WORK. CERTIFIED BY THE SCDC TRAINING ACADEMY AND
SATISFACTORY COMPLETION OF THE BASIC SUPERVISORY COURSE WITHIN SIX
MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

CONDUCTS ROLL CALL, MONITORS OFFICERS ON DUTY, INSTRUCTS AND EXPLAINS
RULES, REGULATIONS AND PROCEDURES, AND PROVIDES ASSISTANCE AS NEEDED.
MAKES SANITATION, SAFETY AND SECURITY INSPECTIONS OF ALL BUILDINGS,
BUILDING CONTENTS, GROUNDS AND VEHICLES AND CORRECTS OR REPORTS SHORT-
COMINGS OR DEFICIENCIES. ASSIGNS SPECIFIC DUTIES TO SUBORDINATE
OFFICERS TO ENSURE CLEANING OF THE BUILDINGS, GROUNDS, ETC. ENSURES
PROPER SUPERVISION AND CONTROL OF INMATES IN THE WARDS, RECREATION
AREA, AND INMATES ON SPECIAL DETAIL. SUPERVISES AND VERIFIES THE
ACCURACY OF SCHEDULED FORMAL COUNTS; MAKES INFORMAL COUNTS WHEN
REQUIRED. ARBITRATES INMATE DISPUTES, INVESTIGATES COMPLAINTS, AND
REFERS TO APPROPRIATE STAFF MEMBER AS REQUIRED. EVALUATES OFFICER
DUTY PERFORMANCE; INSTRUCTS AND COUNSELS OFFICERS IN REQUIRED DUTY
PERFORMANCE STANDARDS.

COMMENTS:

SHIFT/DUTY HOURS SUBJECT TO CHANGE.